

FINANCE ASSISTANT



PLYMOUTH
CITY COUNCIL

Role Profile

Title	Finance Assistant	
Grade	GRADE D	
Reference:	N802	
Reports to:	Senior Technical Accounting Officer	
Work style Definition	Office based hot-desk/touch down worker	
Job Type:	Semi Professional	
Primary purpose of role	To provide effective support to clients and senior finance colleagues regarding the timely provision of accurate information, financial or otherwise, to aid the decision making processes and the production of management and statutory accounts and financial statistical returns.	
Key accountabilities and key measures	Role outcomes <ul style="list-style-type: none"> ▪ Prepare budgets and budget monitoring. (30%) ▪ Accounting for very large sums of money, responsible for accounting for individual service areas such as Environmental Services, Parks Services, Grounds Maintenance, Adult Social Care and others. (20%) ▪ Making realistic projections for expenditure and income, if necessary realigning budgets to meet the needs of the service and to ensure that budgets are spent appropriately. (20%) ▪ Providing timely financial advice to budget managers to ensure consistency and accuracy of accruals and prepayment. (10%) ▪ Aid internal management information in order to identify care unit costs and for ongoing trends in the level of need. (5%) ▪ Support and contribute to the development of colleagues especially new colleagues. (5%) ▪ Contribute to the team and where deadlines need to be met assisting 	Role measures <ul style="list-style-type: none"> ▪ Budgets and monitoring prepared within set timescales. ▪ Accurate projections for expenditure and income. ▪ Both team and individual deadlines are met. ▪ Effective support provided to team and wider service area.

	<p>colleagues under pressure to achieve the team target. (5%)</p> <ul style="list-style-type: none"> Contribute to team plans and reports, supporting senior accountants and budget managers, providing advice and guidance on internal and external policies and attending meetings and other accounting functions when required. (5%) 	
Key activities	<ul style="list-style-type: none"> Compiling and exchanging orally or in writing financial or other information, to clients, senior finance colleagues and to team members ensuring all required financial and other procedures are met. (20%) Presenting reports and data at meetings with service managers, appropriately dealing with any queries raised. (15%) Analyse, interpret varied data. As part of budget monitoring the role involves checking all service areas for discrepancies, investigating and consulting with budget holders. To solve varied problems and develop solutions over the short term. (15%) Planning and organising of own work in consultation with senior finance colleagues, demonstrating good organisational skills by agreeing targets and deadlines, ensuring effective and efficient use of the financial systems and PC applications as appropriate. Support the Finance Service and its offers develop greater flexibility, improve core financial services and develop an effective and consistent financial management partnership with users. (10%) Prepare working papers in an acceptable format for auditors, converting data from existing systems, it is essential that these are presented in an accurate and detailed format to protect the integrity of any claim. (5%) Liaise with and maintaining good working relationships with outside agencies such as PCT. (5%) Develop technical competencies in liaison with departments. (5%) Ensure that financial transactions comply with accounting practice and the council's financial regulation. (5%) Handle and process manual or computerised information where care, accuracy, confidentiality and security are important. (5%) Create and maintain spreadsheets, collating financial information to complete CIPFA and central government returns. (5%) Analysis of statistical information to complete Best Value Performance Indicators (BVPI). (5%) Ensure client confidentiality is maintained by complying with the Data Protection Act, keeping employee information secure. Responses to the Freedom of Information Act must adhere to certain codes of confidentiality. (5%) Carry out other duties appropriate to the grade of the post. 	
Essential qualifications/ knowledge	<ul style="list-style-type: none"> Knowledge and understanding of grant claims, statistical or financial returns. Awareness of VAT. 	

Desirable qualifications/knowledge	<ul style="list-style-type: none"> ▪ Degree/AAT qualified or equivalent and/or demonstrable experience working in accountancy or audit environment. ▪ Knowledge and awareness of local government finance including sources of funding.
Essential experience	<ul style="list-style-type: none"> ▪ Demonstrable experience of working in accountancy, finance and/or audit environment. ▪ Reasonable experience providing financial advice to management. ▪ Reasonable recent experience of budget preparation, budget monitoring, financial reporting and closure of accounts. ▪ Experience of PC applications to include Microsoft Office and Excel.
Desirable experience	<ul style="list-style-type: none"> ▪ Reasonable recent experience of local authority finance. ▪ Experience of using council's financial systems.
Essential skills	<ul style="list-style-type: none"> ▪ Literacy and numeracy skills to process and interpret complex financial information. ▪ Keyboard skills are essential and there is a considerable demand for precision. Ensuring data input is carried out in a highly accurate manner. Designing reports and spreadsheets.
Corporate standards <ul style="list-style-type: none"> ▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. ▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures. ▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures. ▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation. 	